

**BY ORDER OF THE COMMANDER
919TH SPECIAL OPERATIONS WING**

**919 SOW INSTRUCTION 21-110
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Maintenance

COMPOSITE TOOL KIT (CTK) PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction outlines the 919th Special Operations Wing (919 SOW) policies for the composite tool kit program. This instruction implements Air Force Policy Directive 21-1, *Managing Aerospace Equipment Maintenance*, AFI 21-101, *Maintenance Management of Aircraft*, and AFRCI 21-101, *Aircraft Maintenance Guidance and Procedures*. It applies to all Logistics Group maintenance personnel, aircrew members in the flying squadrons, and Life Support personnel.

SUMMARY OF REVISIONS

Added Flight Line to the CTK Identifier code on page 3. Revised Para 2.7 and 2.9. Changed chit quantity for various shops on page 3. An (*) indicates revision since previous edition.

1. POLICY.

1.1. Squadron maintenance officer/superintendent has overall responsibility. However, authority may be delegated to a CTK custodial monitor for direct control in each work center.

1.2. Work centers that do not perform maintenance on aerospace equipment and/or are not involved in flight operations are excluded from the CTK program. These include Debrief/Dispatch, Small Computer Management, Analysis, Training, Maintenance Supply Liaison, Programs and Mobility, Transportation, Supply, and Contracting.

2. PROCEDURES.

2.1. Warranty Tool Management.

2.1.1. Remove unserviceable tools from kits upon discovery and annotate the AFRC Form 175, **Missing/Removed Tools Equipment**, until the tool is replaced.

2.1.2. Broken tools under the warranted tool program are exchanged by the owning work center by

contacting the area manufacture representative directly.

2.1.3. The structural maintenance section is the central location for collecting all unserviceable tools within the maintenance organization that are not under the warranted tool program. The owning work center is responsible for removing all etched markings and procuring replacement tools.

2.2. Procedures for Life Support Personnel.

2.2.1. Life Support CTK's will conform to the procedures in this instruction.

2.3. Control and Management of Replacement Tools, Consumable Tools and Consumable Items.

2.3.1. Work center supervisors will be responsible to maintain and control consumable tools. Work centers will not stock more than a thirty-day supply providing these tools are not on bench stock. These tools will be secured in a cabinet or locker.

2.3.2. Replacement tools may be maintained in tool rooms or work centers. These tools will be secured in a cabinet or locker.

2.4. Post Aircraft Taxi/Takeoff Procedures for Lost Tools.

2.4.1. If a tool is discovered missing after the aircraft starts to taxi or during post takeoff, section supervisor is responsible for notifying Maintenance Debrief Section. The section supervisor will provide a description of the tool that was lost and the suspected location in the aircraft where the tool is believed to be located. Maintenance Debrief Section will notify the aircraft commander who will decide if returning to base is necessary.

2.5. Inventory Procedure of CTKs Remaining at and/or Transferred at the Job Site/Aircraft

2.5.1. CTKs that are dispatched and not returned at the end of a shift, (such as CTKs that stay in the aircraft, ISO dock, or other job sites) will have an inventory documented on the AFRC Form 177, **Consolidated Tool Kit Inventory and Control Log (lost tool report)**, and are maintained in the CTK. The same individual may sign the "in" and "out" blocks on the inventory done at the job site. This should be only on a case-by-case basis where there is no face-to-face turn over on site.

2.5.2. When the CTK is not turned in, but transferred between individuals at the job site, both individuals will perform a physical inventory and the responsibility for the CTK will change to the gaining individual. This exchange will be reflected on the AFRC Form 177 maintained in the CTK.

2.5.3. When the aircraft CTK is turned over to the aircrew for flight. The flight engineer and the crew chief will inventory the toolbox and document the AFRC Form 177. The flight engineer will retain the key and the AFRC Form 177 will remain in the toolbox. After flight, the flight engineer and the crew chief will again inventory the toolbox, document the AFRC Form 177, and the flight engineer will turn over the key.

2.5.4. In the event of a lost tool after flight, the aircraft commander or his representative will enter a red X discrepancy for the lost tool. Complete an AFRC Form 177 "lost tool report" and follow the

procedures in paragraph 2.5.

2.6. Lost Tool/Chit/Object Procedures.

2.6.1. Follow procedures in AFRCI 21-101, Chapter 6, Section D, Para. 6.27. When, after a thorough search has been conducted, tools, chits, or other objects assumed lost on an aircraft cannot be found, only individuals designated by the LG Commander may clear the red "X" entry.

2.6.2. If tools, chits or other objects are lost and an aircraft is not involved, the section chief determines if other work centers or staff agencies should be notified and directs efforts to find the tool.

2.6.3. At the conclusion of the search for a lost tool, chit, or object, a copy of the AFRC Form 174, **Lost Tool/Object Report**, will be forwarded to the Squadron Foreign Object Monitor and Quality Assurance. The original report will be filed in the work center for one year.

2.7. CTK Identification Numbers/Canvas bags/Storage of Special Items.

*2.7.1. Number all CTKs and their contents for identification. See Figure 1-1 for the list of work center CTK identifier codes.

FIGURE 1-1, CHIT, QUANTITY ISSUED, AND CTK ID CODE

SECTION	CHIT QTY	CTK IDENTIFIER CODE
Inspection (Dock)	10 EA	0-PI
Metals Technology	10 EA	MS
Nonpowered AGE	10 EA	AE
*Engine	10 EA	ES/EP/EC
Powered AGE	4 EA	AG
Elect/Envir	5 EA	EL
*Pneudraulic	6EA	HS
NDI	5 EA	ND
Fuel Systems	5 EA	FC
Survival	5 EA	PS
*Comm/Nav	10 EA	CD/CNAV
Munitions Storage	0 EA	MM
Sensor	0	TV
*Structures	10EA	AF
ECM	0	CB
*Repair & Reclamation	5	RN
Guidance & Control	0	IN
Quality Assurance	0	QA
SECTION	CHIT QTY	CTK IDENTIFIER CODE
*Flight Line	0	O

Life Support (711)	0	7
Life Support (8th)	0	8

2.7.2. Canvas bags are not to be used as dispatch kits; however, a canvas bag may be included in a CTK. When it is part of a CTK, a canvas bag may be used to carry tools checked out from the kit for work on the aircraft. In these instances, the CTK is taken to the aircraft and the required tools placed in the bag at the work site. When the job is complete, the tools and bag must be placed in the CTK at the work site for inventory.

2.7.3. Stored locations of special items such as shop/industrial equipment, sub-components, test equipment, drop lights, electrical extension cords, air hoses, spray cans, etc., that are not part of a CTK but can be dispatched, are arranged in a manner to conform with the show/know concept and must be identified to the shop. This aids supervisors with their accountability. Control of such items when used outside the shop area will be by the CTK control log, chits, or other means that may be more advantageous to a particular work center.

*2.8. Control of individual issued tools. Issued tools designed to be carried in pouches and worn on the belt such as Leather man and Maglites are not authorized for aircraft maintenance unless they are assigned to a CTK. Ear defenders/headsets may be maintained in personal lockers or tool rooms. These items will be marked with the individual's employee number and work center.

2.9. Control Procedures for Depot Teams and Contractors. Depot teams will receive a briefing by Quality Assurance upon arrival on base prior to beginning any maintenance on our aircraft or equipment. Briefing will include responsibilities for control of tools, safety and hazardous waste. Contractors assigned to our maintenance work centers will be responsible for tool accountability when working on our aircraft and equipment.

*2.10. Rag Control. Rags of uniform size and colors, such as those available through GSA and commercial contract suppliers, will be used to facilitate control procedures. Engine shop will be the focal point for issue, disposal of oily rags and replacement of clean rags. Engine shop will annotate issue and return of rags by work centers on an AFRC Form 177. When rags are needed outside of the work center, they will be signed out on an AFRC Form 177. The same quantity must be returned and signed in on an AFRC Form 177. All requirements that apply to dispatch able tools apply to rags with two exceptions: (1) Rags are not required to be CTK marked and (2) rags are not required to be shadowed or inlaid.

2.11. Procedures for Control of Crash Recovery, ABDR, and Mobility Tools and Equipment.

2.11.1. Equipment and tools are arranged in a manner to conform to the show/know concept and must be identified to the shop. The CTK control log, chits, or other means that may be more advantageous to a particular application will maintain control of such items.

2.11.2. Number mobility CTKs for identification IAW Eglin AFB DOP 10-403.

2.11.3. Each deployed mobility kit must have a current tool inventory list, AFRC Form 177, Consolidated Tool Kit Inventory and Control Log, and AFRC Form 175, Missing/Removed Tools Equipment, enclosed. While at the forward operating base, maintain tool control as outlined in this instruction.

2.12. Chit Control and Usage.

2.12.1. Sections using chits, as a means of tool control will mark them using the shop supply designator code as a prefix to the chit number. A listing of section personnel, their chit numbers and quantities issued are maintained in the work center. (See Figure 1-1.)

2.12.2. Chits may be used for issue of individual tools.

2.12.3. Chits will be accounted for at each shift change (during the work center inventory).

2.12.4. Special chits may be used for quick identification of PMEL items that have been removed for calibration. These chits will be stamped with the supply designator code and the letters "PMEL". Control and use of these chits will be the same as para 2.11.1.

2.12.5. Use AF Form 1297, **Temporary Issue Receipt**, when issuing tools for extended periods to other work centers or organizations.

2.13. Tool Marking Procedures: Etch tools with the exact markings of the CTK that contains those tools.

2.14. Inventory.

2.14.1. Document CTK annual inventories on each CTK tool listing. Enter the name of the individual completing the inventory and the date completed.

2.15. Toolbox FOD Container.

2.15.1. FOD containers (bag) will be attached to each CTK that can be dispatched to the flight line.

2.15.2. Toolboxes, including FOD containers, will be FOD free at dispatch and turn in.

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